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Saltash Town Council

Grant Application Form

APPLYING FOR:
(Tick one box)

Community Chest Grant

Festival Fund Grant

DATE APPLICATION SUBMITTED:

30/07/2019

Contact Name:	Miss Ayesha Slader
Position:	Saltash Chamber of Commerce Secretary & Christmas Festival Project Manager
Organisation:	Saltash Chamber of Commerce
Contact Address:	
Telephone Number:	
E-mail:	
Status of Organization:	Saltash Chamber of Commerce
Charity/Company number (if applicable)	Charity No: Company No:
What geographical area does your organization cover?	Saltash and Environs

How long has your organization been in existence?	Saltash Chamber of Commerce was established in 1950 and have been running for the past 69 years.
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Please note that it may be asked to attend a meeting of the Policy and Resources Committee to answer questions on your application.

1. Organisation Background

	Date Applied	Project	Amount Applied for	Successful Y/N
Have you applied for a grant from Saltash Town Council within the last <u>5 Years</u>? (Please list – continue on a separate sheet if necessary)		N/A		
Please list the aims and objectives of your organization	<p>The aims of the Saltash Chamber of Commerce are to promote the feeling of goodwill between traders/professionals generally.</p> <p>To further and protect the interests of traders/professionals within Saltash and District, and of members in particular.</p> <p>To discuss any matter affecting the interests of such traders etc and to take such action thereon whether local or parliamentary or otherwise as may be conducive to the welfare of the general body of traders and professions etc.</p> <p>To promote by all possible means any measure for the advancement of the general interests of the town of Saltash and District.</p> <p>To be proactive with other organisations which exist within Saltash and District that enable the promotion/enhancement of members interests.</p> <p>To provide a facility for promotion of trade within Saltash and District.</p> <p>To keep members up to date on matters that potentially will have an impact of their trade or business.</p>			

What are the main activities of your organization?	<ul style="list-style-type: none"> - To represent, support, advise and promote local businesses within Saltash. - Organising local events that promote Saltash e.g. Saltash Regatta, Saltash May Fair, Lantern parades, Christmas festival. - Facilitating Town Initiatives. - Encouraging an inclusive community.
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	Yes / No or N/A
	NA
Are you part of a religious group?	NA
If application is for a Church – is it for anything other than a parish clock, Community Hall (used by all within the community) or environmental purposes?	NA
If application is for a School – Is, it for anything other than environmental purposes or a project that does not benefit the wider community and is not in addition to statutory services?	NA
If application is from an education, health or social service establishment – do you work in partnership with other groups?	NA
If application is from an education, health or social service establishment – is project in addition to statutory services?	NA

2. Your project

Project	Start Date	07 / 12 / 2019
	Finish Date	07 / 12 / 2019
	Total Cost	£ 7,467.43 (2018 costing)
	Grant Applied For	£ 1,500.00

Project title:	Saltash Christmas Festival 2019
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<p>Description of project (please continue on a separate sheet if necessary):</p>	<p>The Saltash Christmas festival creates a real community feel by providing a free fun day open to the whole of Saltash and communities further afield. The event offers live music, Family entertainment, large street market, lantern parade and fireworks, as well as facilitating free lantern workshops for local schools which will run over a period of 6 weeks prior to the festival day.</p>
<p>Where will the project/activity take place?</p>	<p>Saltash (Fore street, Lower Fore Street and Victoria Gardens).</p>

<p>Who will benefit from the project? (What groups will benefit and approximately how many people will benefit in total)</p>	<p>a) The public, Saltash businesses (shops, food retailers etc), the local community. b) Town centre regeneration, promotion of footfall in the town centre. Cadets, the church, local craft clubs (promotion of their groups/buildings and advertisement to potential congregation/members) c) Local groups and charities (for example CHSW-Little Harbour sponsored Santas on bikes) d) Generation of employment space. e) Primary school lantern workshop, fostering a sense of community cohesion. Local charities and community groups are given opportunity to set up stalls to promote their activities and raise funds.</p>
<p>What evidence do you have that this project is required? (This might be survey work or statistical evidence)</p>	<p>a) Thousands of people who attend each year. b) Surveys from previous Christmas festivals c) Bookings from stall holders d) This is an event the local people look forward to each year. A day of community spirit and family fun. Before the Chamber of Commerce agreed to take on the event there was a lot of worry the annual festival may not continue. We want to be able to provide Saltash with yet another Christmas festival they can be proud of and look forward too.</p>
<p>What support have you received for this project? (Please tell us about any expressions of support you have received from outside your organization Consultation with Community)</p>	<p>a) Sponsorship from local businesses b) Waitrose Token Scheme c) Estimated booking of 100 stalls d) CHSW to use Saltash as a stop along their sponsored Santa's on Bikes e) Primary schools for the lantern workshops</p>

<p>How will the project be managed and how will you measure its success?</p>	<p>A team of volunteers from Saltash Chamber and a local events company who have experience of the Saltash Christmas festival. The team is made up of skilled individuals who can competently manage different aspects of the festival. The success will be measured by the footfall of people in our town. The markets success and feedback via Facebook, email, through stall holders and their repeat attendance.</p>
<p>Please give the timescale and key milestones for your project, including a start date and finish date.</p>	<p>The event will start on 7th December 2019 and finish on the 7th December. Preparations on the day will begin at 9am through until 7.00pm with litter picking and cone collection proceeding on into the later evening (roughly 11pm). Exact timings of the day will be confirmed closer to the event.</p>
<p>What arrangements do you have in place to ensure safeguarding of children and /or young people and/or vulnerable people (applicable only if your project involves working with this client group)</p>	<p>N/A</p>

3. How you will pay for your project.

<p>What will the money be spent on? (Provide a full breakdown of project cost(s) identifying what cost(s) this grant would be spent on)</p>	<p>Please see attached breakdown of costings (these are from Saltash Christmas festival 2018)</p>
<p>How will you promote STC once application and project are complete?</p>	<p>Within advertising including on-line, through social media and word of mouth. Inviting STC to attend and assist with any aspects they feel appropriate.</p>

Saltash Town Council considers Match Funding is extremely important. Please list any applications you have made for funding from other organisations in the table below:

Organization	Contribution Sought (£)	Applied (please tick as appropriate)	Granted (please tick as appropriate)
Quora developments- May Fair and Christmas Festival Donation	£3,517.00	Donated to Saltash and District Chamber	Donation received 09.04.2019

Please confirm the bank account your project is using is in the project's name/organization name

4. Further information enclosed Checklist.

	Enclosed (please tick)
A copy of your organization's most recent bank statements (mandatory)	Yes
Copies of all <u>relevant</u> Employer's, Building & Public Liability Insurance Certificates & Title Deeds if appropriate (mandatory)	Yes

5. Declaration by the applicant

I/we declare that, to the best of my/our belief, the information given on this application form and in any enclosed supporting document is correct.

I/we declare that, I/we have read the Town Council's Grant Policy and believe to the best of our knowledge, that we meet the criteria set out by the Policy.

I/we confirm that a risk assessment will be completed prior to an event granted funding by the Town Council.

I/we accept the following:

- (i) that any false information we provide, even if provided in good faith, may lead to the withdrawal of the grant offered;
- (ii) that any grant offered will be used only for the purposes set out in this application;
- (iii) that we will provide reports on progress at the request of the Town Council;
- (iv) the support of the Town Council will be publicised;
- (v) that should any grant offered, not be used in accordance with the terms and conditions set by the Town Council, we undertake on behalf of the organisation to repay the outstanding amount to the Town Council on demand.

Please be aware that the decision as to whether you have been successful in your application will be communicated to you shortly after the relevant Council meeting.

Signed:			
Print Name(s):	Ayesha Slader	Peter Ryland	
Position(s):	Secretary	Chairman	
Date:	30-07-2019		

A letter head showing the organization's address and contact details	Yes
A copy of your constitution and articles of association (or similar documents if the above do not exist, showing the organization's status)	Yes
A copy of your organization's latest set of accounting statements (if any exist)	Yes
Copies of any letters of support for your project	NA
If your organization has previously received a grant from STC please include a brief report and evidence of how you promoted the contribution from the Council	NA
Other (please list)	NA

If any of the above documents have not been enclosed, please give reasons why in the box below:

Applicants should refer to the Privacy Notice on the Town Council Website www.saltash.gov.uk for details on how we use your data.

COMPLETED FORMS SHOULD BE RETURNED TO:
 The Town Clerk, Saltash Town Council, The Guildhall, 12 Lower Fore Street,
 Saltash PL12 6JX Email: enquiries@saltash.gov.uk

OFFICE USE ONLY:	
Date received	
Received by:	
Application Reference:	
Date to P&R Chairman/Vice Chairman	
Approved to go to Committee	
Committee Date	
Decision/Minute number	
Amount awarded	
Application refused by P&R Chairman or refused by Committee	
Appeal notice issued	
Appeal received	
Approved for Committee	
Decision/Minute number	

